

Addendum (posted 8/27/07)

Please note that an MS word file version of the SOQ form has been added to the Hotline in response to the final question below.

Questions and Answers re: Landscape Architectural Drafting RFQ:

- Q. Is there any design work associated with this? Will the landscape architect be responsible for design of layout/ grading/ planting/ irrigation, etc. or just drafting City generated plans?
- A. In this RFQ we are looking for assistance on the drafting end only. It is anticipated that the work will be roughed out or redlined in our offices and then forwarded to a consultant strictly for drafting purposes. As you know, this process is never entirely clear cut, so there may be some instances where the consultant's professional expertise will cross over into the design portion.
- Q. Is there any need/ requirement for technical specification preparation and if so, those beyond the City standard specs?
- A. It is not anticipated that technical specification writing will be a part of this work.
- Q. Will the landscape architect be signing the drawings?
- A. No signing of plans will be required.
- Q. On the construction detail sheets requested, would you like one detail per sheet or full-size construction documents with multiple details? Emphasis on any one particular type of detailing?
- A. We are looking for samples of construction detail sheets from previous consultant projects. These should be reduced in size to match the size of your submittal package (8-1/2" x 11"). The only emphasis we might look for in these samples would be public works type projects (parks, trails, etc.)
- Q. Is there need for presentation graphics, illustratives, perspective sketches, sketch-up modeling, etc.?
- A. Samples of presentation graphics are not required but may be included in your SOQ.
- Q. Is it requisite for this project to have a landscape architect for drafting services or would an architectural firm, with years of site planning experience, be considered qualified?
- A. We are indeed, specifically looking for Landscape Architectural Consultants. I would advise that Public Works is anticipating putting out another RFQ in the near future which might be a much better fit for your firm. That RFQ will be looking specifically for Architectural Consulting firms to do CADD drafting work.
- Q. Can you provide the electronic version of the Consultant Statement of Qualifications forms?
- A. The RFQ is available as a downloadable pdf. document on the City's Bid Hotline <https://cpms.sanjoseca.gov/>
- Q. The SOQ statement #10 requests "prior experience with RAP/RAW Construction Document Preparation". Are you only looking for this type of document preparation experience, or any construction documents produced for Public Works Agencies?
- A. I'm not sure which portion of the RFQ you are referencing, but the City is specifically looking for landscape architectural drafting experience related to Public Works projects. The prior experience does not necessarily need to be with the City of San Jose.

- Q. On page 3, within the SOQ form description, it describes providing 3 to 5 construction drawing examples. On page four it discusses the selection criteria which seems to allude to provide graphics for the projects we are including in the SOQ form. This would then generate more than 3 to 5 examples.
- A. You are correct that this would generate more than 3 to 5 examples.
- Q. You are mainly looking for us to show 3 to 5 examples of our construction documentation ability and not photographs, graphics or finished project examples. Correct?
- A. Correct
- Q. For the project experience portion, are you only looking for us to fill out the SOQ form? On page 4, under D.1.a it discusses a narrative to describe graphic examples provided.
- A. Fill out the SOQ form and any other narrative requested in the RFQ.
- Q. On page 4, item D.1.a.ii discusses a need for a project description but that is not included in the SOQ form? Should we include in the "scope of work" column?
- A. No, this should be separate from the SOQ form.
- Q. On page 4, item D.2.b discusses a need to provide a narrative that explains our LA drafting experience. Should this be something separate from the SOQ form?
- A. Yes
- Q. I understand you are looking to keep the SOQ submittal pages low, but are you just looking for the one page cover letter, completed SOQ form, resumes, 3-5 pages of construction document submittals?
- A. Yes, along with any additional narrative requested in the RFQ. Keep in mind that we are only looking to establish your firm's landscape architectural drafting capabilities.
- Q. There are some hints of minimizing promotional material but you are not requesting it. If we provide will the material be reviewed or disqualify the submittal?
- A. Promotional material may be provided but please keep to a minimum.
- Q. On page 4, item D.3 discusses a narrative of software programs but that is not in the SOQ form. Should this be a separate description?
- A. Yes, please provide this information along with other narrative requested which is not specifically listed on the SOQ form.
- Q. Would it be possible to receive a word file version of the "Consultant Statement of Qualifications" form (Attachment G-1) that we could fill out?
- A. You may either fill out the SOQ form by hand and submit, or wait until Monday when we will have a word file version of the SOQ up on the Bid Hotline, along with the addendum.